DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2670
Page 1 of |

Agency

Department of Housing & Community Development

Division/Unit

Division of Finance & Administration

Item No.	Description		Retention	
	This schedule supersedes schedule 1204 dated 09-06-89 AND schedule 1460 dated 08-18-92		1: Retain for 3 years after completion of the State fiscal year or until State, federal and	
1.	Accounting and Budget Records, including:		independent audit requirements are complete, whichever is longer. If practical, scan paper	
	Vendor invoices		records to Maryland State Archives standards	
	Receiving documentation		and have that image become the official record.	
	Transmittal documentation		The image must be managed by the above	
	Accounting entries and supporting documentation Reconciliations and supporting documentation Grant reports and schedules		retention statement and the original paper	
			version must be destroyed.	
	Year-end closing package		2. Retain for 3 years after completion of the	
	Financial statements	State fiscal year or until State, federal and		
	Budget requests with supporting schedules and	independent audit requirements are complete,		
	analyses	whichever is longer. If practical, scan paper		
	Budget amendments with supporting documentation Budget analyses prepared by DBM and DLS with		records to Maryland State Archives standards and have that image become the official record.	
	DHCD responses		The image must be managed by the above	
			retention statement and the original paper	
2.	Procurement Records, including:		version must be destroyed.	
	IFB, RFP and other bid documents and proposals BPW agenda items			
			3. Retain for 3 years after completion of the	
	Purchase orders and contracts		State fiscal year or until State, federal and	
	Corporate purchasing card statements and sup	porting	independent audit requirements are complete,	
	documentation		whichever is longer. If practical, scan paper	
3.	V-ki-la @ Wi-alaa Dada aaaala isala lisa		records to Maryland State Archives standards	
٥.	Vehicle & Wireless Device records including:		and have that image become the official record.	
	Vehicle history files		The image must be managed by the above	
	Driver/vehicle citations		retention statement and the original paper	
	Wireless Device assignment forms		version must be destroyed.	
Sched	lule Approved by Department, Agency, or	Schedule	Authorized by State Archivist	
	on Representative.	Concach	or rational by State rational states	
Date	10-11-13	Data	11-14-13	
Date	70 71	Date		
Signat	ture 833 Haylor	Signatur	e _ (imothy)Bd	
Typed	Name Susan Traylor			
Title	Director of Finance and Administration			
	Direction of Finance and Administration			

Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 Page 1 OF 3 1. Department/Agency 2. Division 3. Unit Department of Housing and Community Division of Finance and Administration Development DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Accounting and Budget Records Current fiscal year plus 3 prior years, adjusted for audit requirements 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose/function of series.) Vendor invoices Receiving documentation Transmittal documentation Accounting entries and supporting documentation Reconciliations and supporting documentation Grant reports and schedules Year-end closing package Financial statements Budget requests with supporting schedules and internal analyses Budget amendments with supporting documentation Budget analyses prepared by DBM and DLS with DHCD responses 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 600 records boxes, stored in boxes and file drawers plus electronic files □ Letter Size ☐ Microfilm ☐ Alphabetical Number ⊠ File Drawer(s)
 □ Microfilm Reel(s)
 □ Legal Size ☐ Computer Tape Numerical ☐ Computer Tape(s)
☐ Other (specify) records boxes, plus some records are also stored on ☐ Audio Tape ☐ Floppy Disk M Chronological servers in shared folders ☐ Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation 125 records boxes, stored in boxes and file Other (specify) electronic file Other (specify) drawers plus electronic files Number ☐ Microfilm Reel(s)
☐ Computer Tape(s) Computer Tape(s) Other (specify) records boxes, plus some records are also stored on servers in shared folders 11. File is Used 12. File Becomes Inactive After N/A ☐ Annually □ Daily Monthly ☐ Month(s) Year(s) Number 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

X Yes Crownsville, Maryland Hard copy records - second floor in the DFA file room and offices for current records, ground floor in the DFA cage for prior years Original vendor invoices and transmittals are sent to the Comptroller and Electronic records - on the IT servers, which are backed up daily copies are scanned for DHCD and OLA use, Some records are currently stored both electronically and in hard copy. Once the revised records retention and disposal schedule is approved, hard copies will be destroyed if they have also been scanned and verified. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent ☐ Yes 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention ☐ Yes For all Department of Housing & Community Development Division of Finance & Administration record series: Where practicable, electronically image documents, verify quality of images, ensure images are backed up on server and then shred hard copy documents. If electronic imaging is not practicable, hard copy records may be retained instead. Retain electronic images/ hard copies for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer, then delete electronic images and/or shred hard copies. 19. Name and Title of Preparer 20. Telephone Number 21. Date Sharon Hayes, Accountable Officer, DFA 410-514-7091 10-6-13

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each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGE 7275 Waterloo Roa				
	Jessup, Maryla 410-799-		Page 3 OF 3		
Department/Agency	2. Division	1000	3. Unit		
Department of Housing and Community	Division of Finance at	nd Administration	Procurement		
Development					
DEFINITION: RECORD SERIES: A group of re	lated records normally filed and use	d as a unit for reference as			
Record Series Title Procurement Records			Earliest Year/Latest Year Current fiscal year plus 3 prior years, adjusted for audit requirements		
Record Series Description (Briefly describe to IFB, RFP and other bid does BPW agenda items Purchase orders and controls Corporate purchasing card	cuments and proposats		Include the purpose/function of series.)		
7. Record Series Format(s) List all	8. Record Series Sequence		boxes, stored in boxes and file drawers plus		
□ Letter Size □ Microfilm		electronic files Number	s) ecords boxes, plus some records are also stored on		
	⊠ Numerical				
		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Audio Tape ☐ Floppy Disk					
☐ Bound Book ☐ Video Tape	☐ Geographical	4 15 16.	<u> </u>		
Other (specify) electronic file	Other (specify)	 Annual Accumulation 15 records boxes, stored in boxes and file drawers plus electronic files 			
		Number ☑ File Drawer(s)			
		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
		Other (specify) reco	ords boxes, plus some records are also stored on		
11, File is Used		servers in shared folder 12. File Becomes Inac			
☐ Daily ☐ Weekly ☐ Mon	thly Annually	Number 4 ☐ Month(s) ⊠ Year(s)			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series D	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or		
Crownsville, Maryland Hard copy records – second floor in the DFA fil	e room and offices for current	office.) ⊠ Yes □ No			
records, ground floor in the DFA cage for pri	or years	Some records are currently stored both electronically and in hard copy.			
Electronic records – on the IT servers, which a	re backed up daily	hard copies will be de	ords retention and disposal schedule is approved, stroyed if they have also been scanned and verified.		
15. Access Restrictions (If Yes, cite Law(s) & R ☐ Yes ☐ No	legulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent			
17. Is an Index System used? If yes, explain b ☐ Yes ☒ No	riefly and describe requirements	18. Recommended Retention			
		For all Department of Housing & Community Development Division of Finance & Administration record series:			
		Where practicable, electronically image documents, verify quality of images, ensure images are backed up on server and then shred hard copy documents.			
		If electronic imagin retained instead.	If electronic imaging is not practicable, hard copy records may be retained instead.		
		Retain electronic in the State fiscal year	mages/ hard copies for 3 years after completion of ar or until State, federal and independent audit complete, whichever is longer, then delete electronic and hard copies.		
19. Name and Title of Preparer Sharon Haves, Accountable Officer, DEA	20. Telephone Number		21. Date		

Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 Page 3 OF 3 2. Division 1. Department/Agency 3. Unit Department of Housing and Community Division of Finance and Administration Facilities and Fleet Management Services Development DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Vehicle and wireless device records Current fiscal year plus 3 prior years, adjusted for audit requirements 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose/function of series.) Vehicle history files Driver/vehicle citations Wireless Device assignment forms 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 16 records boxes, stored in boxes and file drawers plus electronic files □ Letter Size ☐ Microfilm ☐ Alphabetical Number □ Computer Tape Microfilm Reel(s) Computer Tape(s) Other (specify) records boxes, plus some records are also stored on ☐ Audio Tape ☐ Floppy Disk □ Chronological servers in shared folders ☐ Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation 4 records boxes, stored in boxes and file Other (specify) electronic file Other (specify) drawers plus electronic files Number Microfilm Reel(s) Computer Tape(s) Other (specify) records boxes, plus some records are also stored on servers in shared folders 11. File is Used 12. File Becomes Inactive After N/A **⊠** Daily Monthly ☐ Annually Number ☐ Month(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or 13. Current Location(s) (Bldg., Floor, Room) Crownsville, Maryland office. Hard copy records - ground floor in the FFMS file room for prior years X Yes Electronic records - on the IT servers, which are backed up daily Some records are currently stored both electronically and in hard copy. Once the revised records retention and disposal schedule is approved, hard copies will be destroyed if they have also been scanned and verified, 16. Audit Requirements 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ None ☐ State ☐ Federal ☐ Independent ☐ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention ☐ Yes ⋈ No For all Department of Housing & Community Development Division of Finance & Administration record series: Where practicable, electronically image documents, verify quality of images, ensure images are backed up on server and then shred hard If electronic imaging is not practicable, hard copy records may be Retain electronic images/ hard copies for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer, then delete electronic images and/or shred hard copies. 19. Name and Title of Preparer 20. Telephone Number 21. Date Sharon Hayes, Accountable Officer, DFA 410-514-7091 10-6-13